

COUNTY LINES for county employees



NOVEMBER 2005

TCOB MEETINGS



Commissioners

11/7 10:00 am Tippecanoe Room
11/21 10:00 am Tippecanoe Room

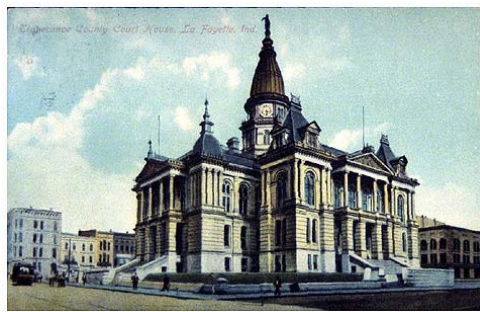
Council

11/8 1:00 pm Tippecanoe Room
11/8 2:00 pm Tippecanoe Room
PUBLIC HEARING

COUNTY OFFICES CLOSED

11/11 Veterans' Day
11/24 & 25 Thanksgiving

The Commissioners and staff continue to try to improve communication between county employees. Please, look through the electronic Public Bulletin Board every couple of days - (under Public Folders in your outlook folders). This is the place to put those public announcements (Red Cross fundraiser - Walk for America - Habitat opportunity - etc.) and anything else you'd like everyone to know (send get well cards to - personal lost items - opportunity to attend a meeting - car for sale - etc.)! **We ask that you do not send emails of this non-business nature to everyone,** but rather, post them on the bulletin board! If you do not have access to the Bulletin Board, call MITS at 711 to post your item for you. Thanks for your cooperation!



VETERANS' DAY

Armistice Day officially became a holiday in the United States in 1926, and a national holiday 12 years later. On June 1, 1954, the name was changed to Veterans Day to honor all U.S. veterans. In 1968, new legislation changed the national commemoration of Veterans Day to the fourth Monday in October. It soon became apparent, however, that November 11 was a date of historic significance to many Americans. Therefore, in 1978 Congress returned the observance to its traditional date.



Treasurer's office...you've made it!
November 10 is the deadline to pay property taxes or receive a 10% late penalty.
\$ \$ \$ \$ \$ \$ \$ \$



ANNIVERSARIES:

25 YEARS

Brian Cook

15 YEARS

Bob Dwyer

Carla Kidney

10 YEARS

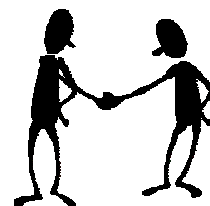
Dan McGrew

Stella Cummings

Aaron Gilman

5 YEARS

John Burns



THANK YOU!!!

MEMO from
HUMAN RESOURCES

You're in the driver's seat.



emp-flyer12.pdf

PARKING GARAGE

We've had some recent break-ins and need to remind all of the importance of locking your car. Some of the thefts involved unlocked vehicles and some were locked. Head Bailiff Chuck Molter advises "Nothing in view. Put your valuables out of sight."



Please, call Susan Timmons at 597 or email her at stimmons@tippecanoe.in.gov with new information such as name change, different vehicle, license plate.

Save the Date

Friday, December 2

Kick-off the holiday season with a carry-in/ornament exchange.

More details to come...



VIP recognizes Intake Specialists; Tracie Wetli Margie Watson, Sabrena Sweet, and Denise Horvath (shown above) for their contributions in helping the clients at Tippecanoe County Court Services as referred by Tippecanoe County Judicial system.

Over 3000 clients per year enter the doors of Court Services where they receive a pleasant and professional greeting from the Intake Specialists who perform a multitude of services for our clients.

Denise Horvath, Intake Specialist / Front Office Coordinator, understands the importance of treating each client with dignity and respect as they first come into contact with Court Services and throughout the program. "We meet the client first and our contact could set the tone for how the client responds and participates here. We have a great deal of information to share and paperwork to process, but we also try to make each client feel welcome and comfortable as they learn about their responsibilities in completing their court ordered program.

Margie Watson, Intake Specialist, likes to say; "Intake Specialists are the Chief Executive Offices of First Impressions", and is always quick to greet clients as they enter for each meeting.

Sabrena Sweet and Tracie Wetli round out our team as part-time Intake Specialists with a full time attitude for teamwork and Customer Service. Sabrena Sweet is also a part-time Certified Instructor for Court Services who enjoys seeing clients she started working with at Orientation progress through the program.
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Remember these "**Best Practices**" for your pc!

- When you leave your desk for an extended period of time (lunch hour, meetings etc) you should lock your PC by keying CTRL+ALT+DEL and selecting "Lock Computer". Upon your return you will press CTRL+ALT+DEL again and enter your password to unlock the system. This protects against unauthorized access to your data. This will **not** close your open programs but simply prevents someone from accessing your data.
- When you leave at the end of the day, please make sure that you close all applications and log off of the network/pc instead of locking it. This ensures nightly backups and processing will be completed on your data. If your PC has a file locked when the backup attempts to capture it, it can be skipped. If you prefer to restart the PC when you leave that is even better.
- When you leave for the weekend please restart the PC as you exit. Leaving the PC on allows for any processing or updates to run while the machine is not in use.
- If you are going on a vacation or extended break (and you are the only one that uses the PC) then you can shut down the PC and turn off the monitor. If you share a PC with others then just restart it when you leave.

BOOKS, BOOKS, and MORE BOOKS! The 2nd floor employee lounge in TCOB has a book exchange happening. Problem is we presently have more books than space. Please, check it out. If you like one, take it home for keeps.



If you didn't get your flu shot, it's not too late. Thanks to our friendly accommodating nurses! Call ext. 508, 519 or 547

Court Services...*continued from page 2*

In addition to providing all Front Office/Reception/Clerical support for the office such as greeting clients, answering telephones, responding to basic information requests, preparing and organizing files, maintaining appointment schedules, and much more, the Intake Specialist also regularly conducts Orientation meetings with clients.

An Orientation appointment is the first formal meeting with the client. It lasts about one hour and is done in a group setting. The Intake Specialist uses a newly developed DVD presentation for consistency but also works one on one with clients to insure that each client leaves the meeting understanding their individual program. All initial paperwork must be accurately processed at this meeting so that other Court Services staff has the data and legal authorization necessary to continue to the next level working with the client.

Intake Specialists must be well informed and adhere to Federal and State laws pertaining to Confidentiality as well as apply full knowledge of the Indiana Judicial Center's (IJC) rules and procedures when dealing with clients.

Intake Specialists work in a fast paced but important and exciting position here at Court Services.

We aspire to be our agencies Mission Statement: As a liaison between the courts and the clients, our goal is to provide quality services that will empower the client to improve the choices they make while functioning within their family and community.

Coming in 2006...

**More
Network
Lunches--
opportunities
to gather over
lunch and
exchange
ideas with
other county
employees in
similar
positions as
you.**

Tippecanoe County Adult and Juvenile Drug Court teams attended the 2005 Annual Drug Court Conference in Indianapolis, Indiana. The conference was held at the Hilton Indianapolis North Hotel on October 6th and 7th. The workshop was hosted by the Indiana Judicial Center and this year's topic was "Ensuring the Sustainability of Drug Courts". The workshop was developed and presented by Bureau of Justice, U.S. Department of Justice, and the National Drug Court Institute, in collaboration with the National Association of Drug Court Professionals and the National Criminal Justice Reference Service.

Workshop topics included "Managing the Methamphetamine Epidemic", "Ensuring the Sustainability of Drug Courts", "Sustaining Your Drug Court: Serving Those in Need For Many Years to Come", and "Where's the Money? Funding: Traditional and Non-Traditional".

Workshop activities included exercises where drug court teams did community mapping, problem solving and action planning, and strategic planning. Tippecanoe County Adult and Juvenile Drug Court Teams' worked together on the workshop activities.



Pictured Conference attendees (see 2nd attachment):

3rd row: George Pavan

2nd row from left to right: Cindy Houseman, Pat Foerg, Lisa Smith, John Catron, Faith Norton, Mike Holder

1st row from left to right: Kathy Timberlake, Diane Kearns, Emily Milewski

Not pictured: Judge Michael Morrissey, Judge Loretta Rush, and Dan Shoemaker